



<Project Name> Timeline & Milestones

Select the appropriate timeline for the duration of your project. See template for 3 month, 6 month, and 1 year projects.

	January 20__	February 20__	March 20__
Activities:	<div>"Activities" are milestones that require action. Often these are specific tasks and action items.</div> <div><div>Activity</div><div>Description</div></div> <div>Place milestone diamonds in the column that corresponds with their expected completion week. Type the name of the milestone under the diamond.</div> <div>Training Class Starts</div> <div>Use a dotted line to show a milestone that extends over a period of time.</div> <div>Training Class Ends</div>		
Decisions:	<div>"Decisions" are milestones that require a group or a key stakeholder to decide on a specific topic.</div> <div><div>Decision</div><div>Description</div></div>		
Meetings:	<div>"Meetings" are milestones that involve key stakeholders. They may also be other meetings/events that occur where the outcomes could effect the project.</div> <div><div>Meeting</div><div>Description</div></div> <div>Check Point Mtg.</div>		<div>How to Print this Timeline:</div> <div>1. Click File, Print from the main toolbar.</div> <div>2. Select Properties.</div> <div>3. Make sure the Paper/Quality tab is selected.</div> <div>4. Click the Advanced button.</div> <div>5. Select Legal from the Paper Size option.</div>

= Agreed Milestone = Changed/New Milestone

You may use "Changed/New Milestones" to show stakeholders how the milestones have changed from the last time you met with them to discuss the progress of the project.



Use these graphics to fill in your timeline

